

THE LONG BEACH POLY MODEL UNITED NATIONS GUIDE TO THE RULES OF PROCEDURE

For Use by Chairs and During Procedural Training



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ROBERT'S RULES RUN-THROUGH

Roll Call

1. Present: Delegation is in the room and will be counted for voting.
2. Present and Voting: Delegation is present in the room, will be counted for voting, *and* will not abstain from substantive votes.

Motions Requiring a 2/3 Majority (*Essentially everything else requires a 50% + 1 majority*)

1. Motion to Table/Suspend Debate
2. Motion for the Closure of Debate

Points

1. Point of Personal Privilege
 - a. Used to express concerns about comfort. Always in order; if necessary, may interrupt a speaker.
2. Point of Order
 - a. Used when a delegate feels a procedural error has been made by the chair. Always in order; may interrupt a speaker.
3. Point of Inquiry
 - a. Used to ask a question about procedure. Always in order, may **not** interrupt a speaker.

Right of Reply - Invoked when either a delegate feels personally insulted by another's speech or a nation's sovereignty has been directly challenged or threatened. Requires a note to the Chair to be invoked. If granted (dependent on chair's discretion), rules will be suspended and the delegate will be given one minute to defend themselves or their country.

In order when the Floor is open:

1. Motion for Closure of the Debate
2. Motion to Table the Debate
3. Motion for Adjournment of the Meeting
4. Motion for Suspension of the Meeting
5. Motion to Resume Debate
6. Motion to Introduce an Amendment
7. Motion to Introduce a Working Paper
8. Motion for Un-moderated Caucus (its Extension has precedence)
9. Motion for Moderated Caucus (its Extension has precedence)
10. Motion to Change the Speaking Time
11. Motion to Open the Speaker's List

In order after the Closure of Debate:

1. Motion to Reorder Draft Resolutions
2. Motion to Divide the Question

Traditional Flow of Debate

Introductions

1. Tap the gavel
2. Welcome the delegates to the committee & make sure everyone has placards
3. Introduce yourself and have fellow members of the Dais state their names and roles.
4. Ask for questions about procedure (especially important for Crisis committees)

Roll Call

1. "We'll begin committee by taking roll."
 - a. Say country name, wait for response, "*Thank you, delegate.*"
 - b. If there is no response → repeat call country again, wait, and then say "_____ *is not present*"
 - c. At the end of your list, ask if there are any other delegates present that were not announced.
2. **Rapporteur:** Use this time to figure out simple and 2/3 majorities
3. Thank committee

Opening Debate

1. Entertain a motion to open debate: "The chair would now smile upon a motion to open to debate"
 - a. *Motion to open debate*
 - b. "That is in order. We will now vote to open debate. All in favor; all opposed?"
2. "This motion clearly passes."

Setting the Agenda

1. "Is there a motion to set the agenda?"
 - a. A delegate will motion to set the agenda to a certain topic
 - b. "Is there a second?"
 - c. Vote
 - d. In case of the opposition against the proposed order of the agenda, a Speaker's List of either two or four delegates "for" and "against" the order will be established. The number of speakers should be equal for both cases.
 - e. After the exhaustion of the Speaker's List, the Committee will immediately **close debate** (2/3 vote) and **vote** on the agenda (simple majority).
 - f. If this fails, the Committee will automatically adopt the second topic, i.e. the inverted order of the topics will be introduced.

The Speakers' List

Before any caucusing can be done, the speakers' list must be opened, and this motion requires an immediate vote. The default speaking time is at the chair's discretion, generally 30-90 seconds, but that may be altered by a delegate. Speakers may yield to the chair, to questions and/or comments, or to another delegate. When speakers yield to questions, their remaining time only counts toward them actually answering the question. Additionally, countries must wait **at least** until their first speech is over before requesting to be added again.

1. "Seeing that the agenda has been set, we will now move onto formal debate. Is there a motion to open the speakers' list?"
 - a. Delegate will motion to open the speakers list
 - b. "That is in order. All those nations/delegates wishing to be placed on the speakers list please raise your placards. Please keep your placards up until you hear the chair say your country/character name."
 - c. Call on delegates until you have an appropriate number of speakers, **rapporteur** write these down.
 - d. "Thank you delegates. If at a later time you decide you want to speak, please send up a note to the Dais and you will be added."
2. "I will tap the gavel lightly once at 10 seconds and twice when your time has elapsed. Speaking first is _____. You are recognized for ____ seconds/You have ____ seconds, the floor is yours."
 - a. Go through the speakers list, asking for points or motions after every couple of speakers.
 - b. **If there is time remaining: "How does the delegate yield their time?". If there is not time remaining: Gavel tap/"The speaker's time has elapsed"*
 - c. "Thank you delegate _____. Are there any points or motions on the floor at this time?"
 - i. "Seeing none, we will move on to delegate _____. You are recognized for ____ seconds/You have ____ seconds, the floor is yours."
 - ii. OR Take the motions.
3. IF you exhaust the speakers' list, you must move immediately into voting procedures on any resolutions presented. If there are no resolutions presented, you must close debate.

Taking Motions

If the speakers' list has gone on too long and you feel debate would be better served by another form, you can ask for/entertain/smile upon a motion for a moderated or unmoderated caucus.

1. "Are there any points or motions on the floor?"/ "The chair would entertain a motion for a moderated caucus at this point" / "The chair would highly smile upon a motion for a mod or an unmod."
2. Call on delegates, **Rapporteur** write down each motion. "Thank you delegate, that is in order/I'm sorry, but that will be ruled dilatory at this time."
 - a. It is up to your discretion how many motions to take at a time; a generally accepted cap is 4, but make sure that this is an established rule if you want to use it, and not enforced arbitrarily.
3. "We will now vote on motions from most disruptive to least disruptive, starting with...All in favor; All opposed?"

- a. Order of Disruption
 - i. Voting Procedure > Extending current caucus > Introduce Resolutions > Unmoderated Caucuses > Moderated Caucuses
 - ii. Longer duration > Shorter duration
 - iii. Shorter speaking time > Longer speaking time
 - iv. If this order still hasn't narrowed it down, simply vote first on the one that was introduced first
4. "This motion fails. We will now vote on..." (If all motions fail, return immediately to the speakers' list)
5. "This motion passes. We are now in...."

INFORMAL DEBATE

Moderated Caucus

A motion for a moderated caucus must include a speaking time and duration, as well as a specified topic. If speeches are not on topic, you may interrupt them to inform them that their comments are out of order. Delegates may speak multiple times in a moderated caucus.

1. "We are now in moderated caucus. I will tap the gavel lightly at 5 seconds and again at zero. Delegate *who proposed the mod*, would you like to speak first or last?" ***Rapporteur take note*** "All those wishing to speak, please raise your placards at this time."
 - a. Call on delegates one by one: EX: "China, you have the floor for 30 seconds."
 - b. There is no yielding of time; any unused time is immediately absorbed by the chair.
 - c. "The time for this moderated caucus has elapsed. Are there any points or motions on the floor at this time?"
 - i. Extensions of up to half the original time are in order, and extensions are more disruptive than a new unmod/mod.

Unmoderated Caucus

The least formal debate. Needs only a duration, no topic is necessary. Extensions of up to half the original amount of time are in order. Always have one member of the dais up front so that delegates may ask questions. It is a good idea to give delegates a one-minute warning before the unmod is up.

1. "We are now in an unmoderated caucus. Please return to your seats in (x) minutes."
2. "The time for this unmoderated caucus has elapsed. Please return to your seats. Are there any points or motions on the floor at this time?"

The Resolution and Amendment Process

This is the most inconsistent part of Model UN parlance, and it should be, depending upon the needs of the committee. You may set a deadline for resolutions to be submitted (provide an email, and make sure the rap has access), or you may accept them as they come and entertain a motion to enter

voting bloc once you feel enough resolutions have been submitted. You may allow delegates to submit their working papers to the dias for editing before they are submitted for presentation. To be submitted, **20% + 1** of the body must have signed on. Once they are submitted for presentation, assign them a number. There are also multiple ways to present resolutions (who will read it? Q&A or speeches? etc.), and amendments are often touch-and-go, or pushed through.

1. “At this time, the chair would entertain a motion to introduce draft resolutions.” (Delegates can choose to present some or all resolutions.)
 - a. Delegate will motion to introduce draft resolution(s). Vote.
 - b. “This motion clearly passes. It is now in order to introduce resolution A, after which the floor will be open for amendments.”
 - c. Draft resolutions will be introduced in the order they were submitted, or as directed by the motion. Presentation includes:
 - i. Being read (in full) by the chair, vice chair, or rapporteur: “At this time, the _____ will read out the operative clauses.”
 - ii. A designated time for summary and/or Q&A with up to 3 of the sponsors. Time allotted is at the discretion of the dias: “It is now in order for a summary and Q&A by the sponsors of draft resolution _____. Is such a sponsor present? You have 5 minutes.”
2. If a delegate wishes to introduce an amendment, they will motion to do so. Substantive amendments must be submitted in written form, with the signatures of at least 12.5% of the body, but grammatical amendments should be adopted immediately.
 - a. “That is in order. The amendment reads as follows... Sponsors, is this a friendly amendment?”
 - i. If all the sponsors consent to the amendment, it is friendly, and is adopted without a vote. If not all sponsors agree, it is unfriendly, and is subject to debate.
 - b. “Seeing as this amendment is friendly, it shall be adopted.” OR “Seeing as this amendment is unfriendly, it is now in order for two speakers for and two speakers against this amendment. Are any such speakers present?”
 - i. The time for debate on amendments is allotted by the chair. The order should be for/against/for/against.
 - ii. “Amendments to amendments” are out of order, as are amendments to the preamble.
3. If no amendments/no more amendments, “It is now in order to introduce resolution B” and repeat process until all resolutions have been presented or there is a motion to close debate and enter voting bloc.

Voting Procedures

1. Either the speakers list is exhausted and you move immediately to voting bloc, or there is a motion to close debate and enter voting bloc.
2. “There is a motion to close debate, which means that the committee will move into voting of the draft resolutions. Are there any oppositions to this motion?”

- a. If there are oppositions: “We will have (x) speakers for and (x) against this motion. Delegates wishing to speak for moving into voting bloc may now raise their placards”
 - i. Time allotted (usually 30 seconds) & # of speakers is at the chair’s discretion
 - ii. “Delegate (x), you are recognized for 30 seconds.” The order is for/against/for/against.
 - iii. After speeches, move to step c.
- b. If there are no oppositions, move to step c.
- c. “We will now vote on moving into voting bloc. **This motion requires a ⅔ majority.** All in favor; all opposed; all abstaining?”
- d. “This motion fails. Are there any points or motions on the floor?” OR “This motion passes. Debate on Topic (x) is now closed. We will now enter voting procedure. Nobody may enter the room, and nobody may leave. Runners, please lock the door. There will be no talking or passing of notes.”

Voting Bloc

There are many ways to vote: placard voting, voice vote, vote with rights, or roll call vote. It is up to your discretion, unless a delegate motions for a certain procedure and the committee votes on and passes it.

Resolutions and amendments require a simple majority to pass.

1. IF there were any unfriendly amendments to any draft resolutions, they must all be voted on before voting on the draft resolutions themselves. “We will now vote on amendment (x) to Resolution A, which reads... All those in favor; opposed; abstaining?”
 - a. “This amendment passes/fails.”
2. “We will now vote on draft resolutions in the order they were introduced, beginning with Draft Resolution A.”.
 - a. “All those voting yes, please raise your placards now. All those voting no...all those abstaining?”
 - b. “This resolution fails. You may not clap.” OR “This resolution passes. You may clap.”
 - c. REPEAT for each draft resolution.
3. “Seeing as all resolutions have been voted on, it is now in order for a motion to exit voting bloc.”
 - a. Delegate motions to exit voting bloc
 - b. “That is in order, thank you delegate. All those in favor? All those opposed? Abstaining?”
 - c. “This motion passes, we are now out of voting bloc.”